2022-2023 DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE

And

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY

This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to section 1007.271, Florida Statutes (2021), each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representative shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The School Board representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the School Board. Upon signature, the Agreement will be in effect until July 31, 2023. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the School District Superintendent.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring the program in general.

1. A ratification or modification of all existing articulation agreements.

This agreement shall be in effect from the date of entering into this agreement until July 31, 2023. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

The School Board and the College also maintain a Sentinel Scholars Collegiate Academy Memorandum of Understanding that is a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an association degree, section 1007.273, Florida Statutes (2021).

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through educational planning and guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The district schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

The College shall work with the district schools to provide a live schedule of classes on the College website and will be available to communicate directly with parents and students about dual enrollment options. For information about NFC's Dual Enrollment program call the Office of Dual Enrollment at 850-973-1628 or 850-973-9490. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website. The College will produce NFC Dual Enrollment promotional material. The College will mail information about dual enrollment to a list of qualified students provided by the School Board in the spring of each year. The College and the district schools will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. High school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded students who register for college courses while in high school. Both the College and the school district hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school district's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment Section 1007.271, Florida Statutes (2021)

1. Section 1007.271(1), Florida Statutes (2021), states "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."

2. Students are permitted to enroll in these programs in fall and spring terms during school hours and after school hours. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

3. Part time Dual Enrollment may take up to 11 credit hours per term.

B. Early Admission Dual Enrollment Section 1007.271(10), Florida Statutes (2021)

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis (minimum of 12 credit hours and a maximum of 15 credit hours per term) in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

C. Career Dual Enrollment Section 1007.271(7), Florida Statutes (2021)

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students may take up to 330 vocational clock hours per term part time Career Dual Enrollment.

2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to section 1008.44, Florida Statutes (2021) which count as credits toward the high school diploma.

3. For 2022-2023, CWE (Career and Workforce Education) programs available for eligible secondary students are *Certified Production Technology and the CMS Correctional Basic Recruit Training Program. *Pending SACSCOC approval.

D. Career Early Admission Section 1007.271(11), Florida Statutes (2021)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Academic Affairs. "Participation in the career early admissions

program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade" section 1007.271(11), Florida Statutes (2021). For 2022-2023, CWE (Career and Workforce Education) program available for eligible secondary students is the Early Childhood Professional Certificate (ECPC).

E. Early College Program Section 1007.273, Florida Statutes (2021)

The early college program is an option for public school students to enroll in a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward an associate degree. The early college program must prioritize courses applicable as general education core courses under section 1007.25, Florida Statutes (2021) for an associate degree or a baccalaureate degree.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements. College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College or at the high school site or at any location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

A list of courses available to students through dual enrollment is available at:

- Academic List: https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf
- Career/Technical List: https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through NFC staff.

Application Process for New Dual Enrollment Students

Step 1: Meet with high school guidance counselor to determine dual enrollment options.

Step 2: Meet required assessment testing (Appendix D).

Step 3: Complete the NFC dual enrollment application and give to high school guidance counselor. Requires parent signature.

Step 4: The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator by August 1 for Fall 2022 and December 1 for Spring 2023. Completed applications will include the NFC application and test scores. The high school guidance will confirm the student has the appropriate class standing and test scores to be eligible for dual enrollment prior to forwarding the application to the College. The College will send Dual Enrollment Acceptance letters to the student's home address, email provided on the dual enrollment application, and the school guidance counselor's email. It is the student's responsibility to complete the admission process following the instructions in the letter.

Step 5: Meet with the high school guidance counselor to assist with choosing appropriate courses.

Step 6: Complete the NFC registration form that includes current unweighted high school GPA verification. Guidance counselor signature required. Counselor will submit form to NFC for registration during published registration period. Certain Career and Workforce Education (CWE) programs have a separate application process. See an Academic Advisor for details.

Step 7: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

Step 8: Complete college courses with a grade C or better.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The district schools are responsible for ensuring completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirements are the same as regular dual enrollment.

Maximum Course Load

Dual Enrollment: up to 11 credits per term
Early Admission Dual Enrollment: 12 – 15 credits per term
Career Dual Enrollment: up to 330 clock hours per term
Career Early Admission: 330+ clock hours per term

Withdrawing from Classes

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Dean of Academic Affairs. The decision of the Dean is final.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

Testing

For dual enrollment purposes, high school students may test in the NFC Testing Center or Live Oak Location. Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu. PERT Testing at the NFC Testing Center or Live Oak Location is limited to twice each semester. If ACT and ACT scores are used for placement, individual student score reports are now required. See Appendix D for minimum score requirements.

Grades

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

An eligible secondary student is defined in section 1007.271(2), Florida Statutes (2021), as a student who is enrolled in a Florida public school or a Florida private secondary school that is in compliance with section 1002.42(2), Florida Statutes (2021) and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes (2021). Confirmation of compliance must be provided to the college from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible

students in grades 9 and 10 limit coursework to two courses per semester and students in grades 11 limit coursework to three courses per semester.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses.
- Students must achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064 and Rule 6A-10.0315 Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math. See Appendix D.
- Program admission requirements/exit requirements for CWE programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outline in NFC's Student Handbook.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s) and meets dual enrollment high school GPA requirements.

Students enrolling in dual enrollment courses must identify a postsecondary educational objective. The Office of Dual Enrollment will work closely with students, the high school guidance professionals, and NFC advisors in the development of student academic and education plans using DegreeWorks and Advising Plans.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board or Education Policy. The high school credit awarded may be found in the 2022-2023 Dual Enrollment Course – High School Subject Area Equivalency List which is available at the Florida Department of Education website.

A list of courses available to students through dual enrollment is available at:

- Academic List: https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf
- Career/Technical List: https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.

7. A description of the process for informing students and their parents of college-level course expectations.

The district schools and the College will work collaboratively to notify students and their parents of college-level courses expectations. The College requires all first-time dual enrollment students to attend a Dual Enrollment Orientation Session provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes (2021).

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course refence numbers (CRNs). The completed registrations forms will be given to the Dual Enrollment Coordinator who will register the students for the courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying scores for fall term is August 1. The deadline for qualifying scores for spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of Dual Enrollment prior to the published registration period. 2022-2023 registration deadlines are available on the College website.

The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

The complete Academic Calendar can be found on the NFC website:
https://www.nfc.edu/current-students/academic-calendar/

A student may not be registered in one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

Dual enrollment courses may be taken at the College or at the high school site or an any site where college courses are taught, subject to approval by the high school guidance counselor.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

The College does not make any exception to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:
The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors.

- The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.
- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.
- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full-time faculty member in the same discipline who acts as a content "go to" person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the NFC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the NFC website. The student handbook is included in the College Catalog available on the College website and details add/drop and withdrawal policies, student code of conduct, grading polices, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

Personnel Assignments:

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment

courses at the high school.

- School District personnel teaching dual enrollment classes on the high school campus during regular high school hours are paid for by the school district.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.
- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for and benefit from dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- Ensuring that the student registrations are in the Office of Dual Enrollment in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Providing students access to College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at the College send "early alerts" to academic advisors two times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the student and the high school

guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

Student who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee and if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility.

If a dual enrolled student withdraws from a college credit course and received the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee. Student are ineligible for dual enrollment if the college GPA is below 2.0 or unweighted high school GPA is below 3.0.

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. As dual enrolled, the student is limited to two attempts per course.

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Dean of Academic Affairs. The decision of the Dean is final.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be four class meetings for a three-credit hour course on MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. CWE programs may have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes (2021).

The College and School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable

laws, including but not limited to section 1002.22, Florida Statutes (2021). Each shall be responsible for "records" and "reports" maintained, housed, or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

- Section 1007.271(21)(n), Florida Statutes (2021), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix C.
- The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
- For fall and spring terms, an invoice will be sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
- School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
- School districts and non-public secondary schools will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- The choice of textbooks and instructional materials shall be a college responsibility with the actual selection being a function of the faculty teaching a specific course. Upon approval of an adopted text(s) for a course, this adoption shall remain in effect for two full calendar years. In urgent cases, permission to discontinue a text at an earlier date may be granted by the appropriate college department chair.
- The School Board will provide the student with the required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the semester. The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix C.
- All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes (2021).

15. Any institutional responsibilities for student transportation, if provided.

The student, the parents of said student, or the School Board shall provide transportation.

16. Section 1007.271(25), Florida Statutes (2021), requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. The College cannot be held to the decisions of the IEP Committee. The College has a separate procedure for approving accommodations for students with disabilities. The school will refer the student and his/her parents to the Disability Resource Center on the College main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information. IEP's may not be sufficient evidence. The School Board is responsible for all student testing to determine disabilities. Accommodations from the college will proceed upon completion of the intake with the parent and student and receipt of appropriate records.
- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its extension locations. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the School District agrees to send that staff member with the student to the College classes. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties. NFC Disability Resource Center (DRC) 850-973-9403.

Appendix A

Dual Enrollment Eligible Degrees and Certificates

Associate in Arts Degree – A.A.

Associate in Science Degree – A.S.

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services
- Engineering Technology

College Credit Certificates

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Operations
- Human Resources Administrator
- Criminal Justice Technology Specialist
- Emergency Medical Technician (EMT-Basic)
- Engineering Technology Support Specialist
- Lean Manufacturing
- Pneumatics, Hydraulics and Motors for Manufacturing
- Medical Coder/Biller

Career and Workforce Certificates

- *Certified Production Technology
- Florida CMS Correctional Basic Recruit Academy
- Early Childhood Professional Certificate (ECPC)

*Pending SACSCOC approval

Prior to enrolling in a certification program, it is the student's responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Appendix B

2022 - 2023 Academic Calendar
North Florida College

DRAFT – 2022 – 2023 Academic Calendar

TRADITIONAL TERM

2022	*Term I*	*Comments*
August 15, 16	Faculty Planning Days	
August 17	Classes Begin	
Sept. 5	LABOR DAY Holiday	
Nov. 11	VETERANS DAY Holiday	
Nov. 23, 24, 25	THANKSGIVING Holidays	
Dec. 5	Classes End	
Dec. 6 – 9	Final Exams	
Dec. 13	Grades Due 9:00 a.m.	
Dec. 13, 15	Faculty Planning Days	
Dec. 15	Term Ends, Commencement	
2023	*Term II*	*Comments*
Jan. 3, 4	Faculty Planning Days	
Jan. 5	Classes Begin	
Jan. 16	MARTIN LUTHER KING Holiday	
Feb. 20	PRESIDENTS DAY Holiday	
March 13 – 17	SPRING BREAK	
April 20	Honors Convocation	
Apr. 24	Classes End	
Apr. 25 – 28	Final Exams	
May 2	Grades Due 9:00 a.m.	
May 2, 4	Faculty Planning Days	
May 4	Term Ends, Commencement	
2023	*Term III*	*Comments*
May 8	Classes Begin	
May 29	MEMORIAL DAY Holiday	
June 19	JUNETEENTH Holiday	***under consideration***
July 4	INDEPENDENCE DAY Holiday	
July 20	Classes End	
July 24 & 25	Final Exams	
July 26	Grades Due, Term Ends	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

Mini A – Dates TBD
Mini B – Dates TBD
Commercial Vehicle Driving – Dates TBD, classes on Fridays, Saturdays, and Sundays
Public Safety – Open Entry/Open Exit

Appendix C

2022 - 2023 Academic Year
North Florida College
Dual Enrollment Cost

Taught on NFC Campus by NFC Instructor	**$71.98/credit hour/vocational credit hour**
Taught on School Board Campus by NFC Instructor	**$71.98/credit hour/vocational credit hour**

Video Conference Delivery from NFC Campus to High School Campus

Instructional Cost	$71.98
Less Public School Instructional Cost for Facilitator -(($17.04 * 15 weeks)/13)*$1.0765)	$21.16
Total Cost	**$50.82/credit hour/vocational credit hour**

Consumable Materials for EMT	
Background check and fingerprinting	60.00
Materials	156.00
Total	**$ 216.00***

***Evaluated annually. Pending NFC Board approval.**

Consumable Materials for Florida CMS Correctional Basic Recruit Training Program	
Introduction to Corrections (CJK-0300)	5.00
Communications (CJK-0305)	5.00
Officer Safety (CJK-0310)	5.00
Facilities and Equipment (CJK-0315)	5.00
Intake and Release (CJK-0320)	5.00
Supervising in a Correctional Facility (CJK-0325)	5.00
Supervising Special Populations (CJK-0330)	5.00
Responding to Incidents and Emergencies (CJK-0335)	5.00
CMS First Aid for Criminal Justice Officers (CJK-0031)	35.00
CMS Criminal Justice Firearms (CJK-0040)	600.84
CMS Criminal Justice Defensive Tactics (CJK-0051)	85.00
Officer Wellness and Physical Abilities (CJK-0340)	5.00
Uniforms and Books	182.81
Background check and Fingerprinting	60.00
Total	**$1008.65***

***Evaluated annually. Pending NFC Board approval.**

Consumable Materials for **Certified Production Technology	
Solid-Works Access Fee	42.00
MSSC Registration Fee	60.00
PSAV Activity Fee	5.00
Accidental Insurance	6.00
Supply Fees (tooling supplies, glasses, cutting fluid gloves, aprons, flash drives, CNC consumables, 3D printer filament)	100.00
Certification Exams ($45.00 X 4)	180.00
Total	**$393.00***

***Evaluated annually. Pending NFC Board approval.**

****Pending SACSCOC approval.**

Appendix D

Dual Enrollment Initial Eligibility and Placement

Dual Enrollment Initial Eligibility 2022-2023					
		PERT	ACT	SAT	Accuplacer
Reading		106	19	24	245
Writing/Language/English		103	17	25	245
Math	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	19	24	(QAS) 242
Math	MAC 1105	123	21	26.5	TBD

*Combination of scores accepted. Scores that are more than two years old may not be used for initial placement 1008.30, Florida Statutes (2021). Rule 6A-10.0315 Common Placement Testing and Instructions and Rule 6A-14.064 College Credit Dual Enrollment. High school students must meet minimum reading, writing, and math scores to dual enroll.

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

8/18/2022
Date

Ted Roush, Superintendent
Suwannee County School District

APR 2 6 2022
Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

8/16/22
Date

Jerry Taylor, Chair
Suwannee County School Board

APR 2 6 2022
Date

"Approved as to Form and Sufficiency
BY
Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"